NASA Procedural Requirements

NPR 3317.1A
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COMPLIANCE IS MANDATORY

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Request Notification of Change (NASA Only)

Subject: Senior Executive Service Career Appointee Merit Staffing in NASA

Responsible Office: Office of Human Capital Management

Chapter 2. Responsibility

2.1 Executive Resources Board

The NASA Executive Resources Board (ERB) is a board required by law to conduct the SES merit staffing process. The ERB also functions as an advisor to the Administrator on executive personnel planning, utilization of executive resources, and executive development, including competitive recruitment and selection, SES appointments, performance appraisal and recognition, equal opportunity and diversity, and compensation. The Assistant Administrator for Human Capital Management serves as the Chair. Members are appointed by the Administrator or designee.

2.2 Executive Position Managers

NASA Executive Position Managers (EPMs) are Center Directors, Associate/Assistant Administrators, and other Officials-in-Charge of Headquarters Offices. They manage Executive Resources Panels (ERPs) for positions within their respective organizations, recommend selections for SES positions within their organizations, and implement NASA policies.

2.3 Mission Directors, Functional Managers, and Program Managers

Mission and Mission Support Associate/Assistant Administrators and Level One Program Managers (e.g., Space Shuttle, Space Station, Constellation) with oversight of programs or functions at NASA Centers concur with selections and other personnel actions in their respective areas of responsibility recommended by EPMs at the Centers.

2.4 Executive Resources Panel

A NASA ERP consists of three or more members appointed by the EPM to identify candidates for SES candidate development programs and to identify qualified candidates for vacant SES career positions when recruitment outside the SES is undertaken. The ERP also may be used to identify candidates currently in the SES. The ERP may be appointed to serve a fixed term or may be appointed to assist the EPM in connection with a specific recruitment. A majority of the ERP must be career employees in the SES. ERP members from outside NASA are permitted to serve on the ERP.

2.4.1 Under the direction of the EPM, ERPs are responsible for the following:

2.4.1.1 Establishing position qualification standards.

2.4.1.2 Developing SES vacancy announcements (the five Executive Core Qualifications are incorporated into the announcement as the managerial qualification requirement).

2.4.1.3 Recruiting SES candidates from a wide range of sources, including those with potential for providing minority and female candidates and candidates with disabilities.

2.4.1.4 Establishing local selection procedures consistent with laws and regulations and this NPR.

2.4.1.5 Discussing possible conflict of interest issues with SES candidates.

2.4.1.6 Recommending highly qualified candidates to the EPM for consideration.

2.4.1.7 Investigating, recommending, or taking actions necessary to satisfy inquiries concerning SES staffing issues.

2.4.1.8 Documenting merit staffing actions.

2.5 Workforce Management and Development Division (WMDD), Office of Human Capital Management

The WMDD staffs recommended selections for SES appointment to the Administrator and OPM for approval and provides advice and assistance to Center Human Resources Offices, EPMs, ERPs, the Administrator, and other senior managers throughout the process.

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